

## II. GLOSSARY OF FREQUENTLY USED TERMS

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- ▶ **Accessible** Activity or place capable of being reached by individuals with disabilities.
- ▶ **Accommodation** A change or adjustment to the home, work or community environment which permits an individual with a disability to have access and fully participate in daily living and community activities.
- ▶ **Activities of Daily Living (ADL)** Tasks essential to performance of routine self-care functions, such as dressing, bathing and eating.
- ▶ **Adaptive Behavior** Ability of an individual to meet the standards of maturation, learning, and personal independence that are expected based on normative standards for age, cultural background, and experience through skills or the ability to adjust ones behavior necessary to compensate for health, motor or sensory deficits.
- ▶ **Advocate** Person who has been designated by an individual or an individual's legal representative to speak on the individual's behalf and help the individual understand and make informed choices in matters related to identification of needs and choices of supports and services.
- ▶ **Americans with Disabilities Act of 1990 (ADA)** Federal legislation which guarantees equal opportunity for individuals with disabilities in public accommodations, employment, services and telecommunications.
- ▶ **Assistive Technology (AT)** Any item, piece of equipment or product that is used to assist, maintain or improve functional capabilities of an individual.
- ▶ **At-Risk Child (ARC)** An eligibility category which includes children from age 3 (36 months) to age 6 whose diagnosis of a developmental disability (e.g., Mental Retardation or a Related Disability) remains unclear. It may still be too early to confirm a diagnosis of Mental Retardation and Related Disability at this age range since developmental delays evidenced during the preschool years may still not be good predictors of later cognitive and adaptive functioning.
- ▶ **Authorization to Release/Obtain Information** The form which consumer/legal guardians must sign to give permission for Service Coordinators or providers to release/obtain confidential information about them to/from other agencies or professionals.
- ▶ **Autism** Abnormal or impaired development in social interaction and communication, as well as markedly restricted, repetitive and stereotyped patterns of behavior, interests and activities manifested prior to three years of age.

► **BabyNet** A program operated by the SC Department of Health and Environmental Control (DHEC) which provides services to infants and toddlers, birth to 3 years of age, with developmental delays or diagnosed disabilities. Children may be eligible for BabyNet if they are learning or developing slowly. Early Intervention services are based upon the child's needs and may include physical therapy, occupational therapy, speech therapy or assistive technology.

► **Case record** The file in which providers keep all relevant information concerning a consumer. The Service Coordination case record is considered to be the primary record for consumers served by DDSN. All information as required by the Service Coordination Standards must be maintained in this record. Other records are also maintained by each service provider.

► **Centers for Medicaid and Medicare Services (CMS)** Federal agency within the U.S. Department of Health and Human Services, previously known as the Health Care Financing Administration (HCFA), responsible to administer the Medicare and Medicaid program. CMS assures that states properly administer national health care programs, establish policies for paying health care providers, conduct research on the effectiveness of various methods of health care management, assess the quality of health care facilities/services and take enforcement actions as appropriate.

► **Choice** Having the power, right, and liberty to make a decision. Choice will be offered to all individuals/legal guardians when being served by DDSN. Choice will be given when selecting services, providers, residential setting, place of employment, and in any other area of an individual's life.

► **Circle of Support** A group of people chosen by the consumer and/or family who assist the consumer to develop, implement and monitor the Plan. Members of a Circle of Support usually include family, friends, co-workers, neighbors, church members, teachers, the Service Coordinator and others who know or work closely with the consumer. The Circle members agree to meet on a regular basis to help the consumer identify and achieve personal aspirations and goals. Members of the Circle participate because they care about the individual and want to work together to help overcome obstacles and open doors to new opportunities.

► **Civil Rights** The protections and privileges of personal liberty given to all citizens by law (i.e., rights that are specifically guaranteed by federal and state laws and that are equally available to each individual).

► **Community Residential Care Facilities (CRCF)** A facility licensed by DHEC which offers room and board and provides/coordinates a degree of personal assistance for two or more individuals, eighteen years old or older, not related to the licensee. It is designed to accommodate individual residents' changing needs and preferences, maximize residents' dignity, autonomy, privacy, independence and safety, and encourage family and community involvement. It offers a beneficial and protected environment specifically for individuals who have mental illness or disabilities. There are private

CRCFs (“Boarding Homes”) in many communities. DDSN also contracts with providers to operate CRCFs.

► **Community Training Home I (CTH I)** A residential setting offered by DDSN which is provided in a caregiver’s home for 1-2 individuals who receive DDSN Residential Habilitation services. CTH I homes are available for both adults and children.

► **Community Training Home II (CTH II)** A residential setting offered by DDSN which is available to adults and children who receive DDSN Residential Habilitation services. Support services provided in a CTH II home are delivered in a home owned or leased by the provider agency. CTH II homes are limited to a 4-bed capacity and have staff in the home that are available 24 hours a day, 7 days a week, and 365 days per year.

► **Competency** Has to do with an individual’s ability to understand critical information and to make decisions for himself or herself. The following describes different categories or competency:

- **Competent to stand trial** – This type of competency is determined through Criminal Court and implies that an individual understands charges that are made against them, has an understanding of right and wrong, and is able to assist in their own defense.
- **Legally Competent** – This type of competency implies that an individual is qualified and able to make decisions on their own regarding their well-being in areas such as residential placement, financial, medical, etc. All individuals, including those with disabilities, automatically become legally competent at the age of 18, unless declared legally incompetent through Probate Court.
- **Legally Incompetent** – This type of competency is determined through Probate Court and implies that an individual is not qualified or able to make important decisions regarding their well-being on their own. Individuals who are declared legally incompetent must have a legal guardian appointed to oversee their well-being and make decisions on their behalf.

► **Competitive Employment** Employment in which an individual is compensated at or above the minimum wage and is employed on a full-time or part-time basis in an integrated and competitive labor market.

► **Confidentiality** A guarantee that personally identifiable information about an individual or family remains private and may only be shared among agencies with the written permission of the individual/legal guardian.

► **Conservator** A person appointed by a judge to look after the money of an individual who cannot look after it himself/herself. The conservator might handle the Social Security Income and checking account of an individual, as well as any money the individual might earn or inherit. The same person can be both a guardian and conservator.

► **Consumer** The individual with a disability who is served through DDSN. Other terms are also used to refer to the consumer such as: person, individual, primary customer, client, etc.

► **Consumer Choice** Ability to choose supports and services from a range of service options to meet the diverse and personalized needs of an individual. The degree to which individuals have choice must go beyond the range of service choices and include opportunities for individuals to decide when, where, how and who will provide supports and services.

► **Developmental Disability (DD)** A disability that is acquired during the period an individual is developing, generally before age 21 or at birth, and that significantly impacts several life activity areas such as self-care, self-direction, learning, mobility, speech and independent living.

► **Due Process** The right of all persons to receive the guarantees and safeguards of the law and judicial process. In the DDSN service delivery system, this means that people receiving services have the right to receive guarantees and safeguards concerning services funded by the State and Federal government. DDSNs internal mechanisms for due process are Human Rights Committees (HRCs).

► **Early Intervention (EI)** Provides an array of family-focused, in-home services for children with disabilities from birth to age six. Early Interventionists help families understand their child's development and assist in providing therapeutic intervention and special instruction services. EI services are provided in the child's own home or in the child's natural environment.

► **Early and Periodic Screening, Diagnosis and Treatment (EPSDT)** A comprehensive child health program provided by the Department of Health and Human Services to children under the age of 21 years to reduce the impact of childhood health problems by identifying, diagnosing and treating health problems early.

► **Education of All Handicapped Children Act (EHA)** Landmark 1975 legislation that required education for all students with disabilities and introduced the terms IEP, Least Restrictive Environment, Free Appropriate Public Education, and the Multi-factored Evaluation to Education.

► **Empowerment** Education and practices aimed at transferring power to or strengthening individuals and groups.

► **Facilitated Planning** A method used to develop a person-centered plan. A Facilitator guides the individual and the Circle of Support through the process of planning for the immediate and long-term future. A Facilitator makes sure that the ideas and needs identified by the individual and the Circle of Support are addressed and included in the individual's plan.

► **Family Support Plan (FSP)** Plan of care form used for children age three to their sixth birthday.

► **Fiscal Agent** The agency in each county that is responsible to manage and disseminate all funds for every consumer in that county.

► **Free Appropriate Public Education (FAPE)** The requirement, introduced by EHA of 1975, which requires schools to provide an education relevant to the needs of students with disabilities at no cost to families. The courts have generally stated that appropriateness does not mean optimal, only that the student is progressing at a reasonable rate.

► **Funding Bands** The funding system used by SCDDSN to finance most services provided to individuals. There are five levels of funding bands which range from Band A, which is a lower level of financial support for individuals who are living at home and have limited needs, through B and E, which is the highest level of financial support made available to those individuals with high levels of need and who live in an ICF/MR, CRCF or CTH II facility. Individuals whose needs exceed the highest dollar amount in their designated band, may apply for ‘outlier status’ in order to receive additional funding to meet their needs. HASCI Division service recipients do not have funding bands.

► **Guardian Ad Litem** “ad litem” is Latin for “for the trial”. This means that a Guardian Ad Litem is a person that is the guardian for an individual who is involved in a trial or hearing. The way the law works, the Judge has to assume that a child, an individual with mental retardation, or a person in jail needs a temporary guardian to speak for them. The Guardian Ad Litem may not actually be needed, but the individual is entitled to one. The Guardian Ad Litem can be very useful for making phone calls and checking on court schedules. The Guardian Ad Litem’s job ends when the trial or hearing is over.

► **Habilitation** Maintaining and/or increasing an individual’s skills.

► **HASCI** Acronym for **Head and Spinal Cord Injury**, as in the DDSN HASCI Division and HASCI Waiver

► **High-Risk Infant (HRI)** An eligibility category which includes children from birth to 36 months of age who are at a substantially greater risk for a developmental disability than the general population due to their genetic, medical or environmental history.

► **Home Board** The agency in each county that is designated as the ‘single point of entry’ for services in that county.

► **Human Rights** Human rights are international moral and legal norms that aspire to protect all people everywhere from severe political, legal, and social abuses. Examples

of human rights are the right to freedom of religion, right to freedom of speech, the right to be treated with dignity and respect, etc.

► **Human Rights Committee** A committee developed at each DDSN County Board and/or Regional Center to assure human rights are upheld and are not violated by therapeutic, restrictive interventions.

► **Inventory for Client and Agency Planning (ICAP)** A rating completed on individuals in several functional areas to assess the level of supervision required. Ratings are given in motor skills, social and communication skills, personal living, community living and problem behavior categories. A score from 1 to 9 is determined, with 1 indicating the need for total care and supervision and 9 indicating infrequent or no assistance needed.

► **Individual Family Support Plan (IFSP)** Plan of care form mandated by the South Carolina Department of Health and Environmental Control (DHEC), the State's lead agency for Part C Education Series, for children from birth to their third birthday. When a child turns three years old, there must not be needs on the IFSP.

► **Intermediate Care Facility/ Mental Retardation (ICF/MR)** An institution (or distinct part of an institution) that is primarily for the diagnosis, treatment, or rehabilitation of mentally retarded or individuals with related conditions; and provides, in a protected residential setting, ongoing evaluation, planning, 24-hour supervision, coordination, and integration of health or rehabilitative services to help each individual function at his/her greatest ability. (Note: An institution is defined as an establishment that furnishes (in single or multiple facilities) food, shelter, and some treatment or services to four or more individuals unrelated to the proprietor).

► **Impairment Related Work Expense (IRWE)** Certain expenses for things an individual with a disability needs because of his/her impairment in order to work which may be deducted when determining eligibility for SSDI or SSI.

► **Inclusion** The process of including individuals with disabilities in the activities and environments of other people.

► **Independent Living** Living in one's own home or apartment in the community. Independent living does not mean that an individual is completely independent in all Activities of Daily Living and/or community living skills. Supports and services may need to be in place for some individuals in order to live independently in the community.

► **Individual with Disabilities Education Act (IDEA)** An updated version of the Education of All Handicapped Children's Act (EHA) which required the statement of needed transition services as part of the IEP in 1990.

► **Individualized Education Program (IEP)** The written plan documenting eligibility, programs and services for special education students.

► **Integration** In the disability context, the process of including individuals with disabilities in the environments, activities and social networks of other people. Sometimes used interchangeably with the term “inclusion”.

► **Least Restrictive Environment (LRE)** An environment in which services are delivered with minimum limitation, intrusion, disruption or departure from typical patterns of living available to individuals without disabilities; which do not subject an individual or others to unnecessary risks to health or safety; and which maximize the individual’s level of independence, productivity and inclusion in the community.

► **Legal Guardian** A person appointed by a Judge to look after an individual who cannot look after himself/herself. The guardian makes all decisions and signs all documents for the individual concerning any medical treatment or placement. If an individual has a legal guardian, documentation from the court should be obtained, if available, for the individual’s file. For children under age 18, their parent(s) are considered to be the legal guardian unless the parents’ rights have been terminated or the parents are deceased.

► **Level I Service Coordination** Level I Service Coordination is DDSN’s most comprehensive level of service coordination and is reserved for those with the greatest need. Level I Service Coordination begins when intake is initiated for a DDSN eligibility determination and the case is opened on the Consumer Data Support System (CDSS). However, the applicant cannot receive the full range of service coordination activity until DDSN eligibility is determined.

► **Level II Service Coordination** A consumer should be considered for Level II Service Coordination if there is:

- no ongoing need for Level I Service Coordination (per needs assessment)
- the person requests not to have Level I Service Coordination
- or the consumer cannot be located after at least three documented legitimate attempts to do so (One of those attempts should be a letter by certified mail to the last known mailing address for the consumer. A legitimate attempt would not include, for example, calling the same telephone number three times in a single day or calling on a day or at a time that the records would indicate that no one is likely to be home. A legitimate attempt might include, but not be limited to, calling on various days or times of day with a reasonable expectation that the consumer or other knowledgeable person might be present, home visits, calling new telephone numbers obtained from past service providers or others who know the consumer, or calling a known family member not listed on the STS as a contact person)

Consumers receiving Level II Service Coordination can expect, at a minimum, an annual contact from a SC or other designated provider staff person

► **Level of Care (LOC)** An assessment of an individual's disability and treatment needs. The Level of Care assessment must demonstrate that an individual requires the degree of care provided in an institution. Level of Care assessments are completed for MR/RD Waiver, HASCI Waiver and TEFRA consumers. The Consumer Assessment Team (CAT) completes LOC's for TEFRA and makes the initial determination for ICF/MR Level of Care for MR/RD and HASCI Waivers. Service Coordinators complete subsequent ICF/MR Level of Care annually (except At Risk and Time Limited Eligibility, which are done by CAT.) The initial Nursing Facility Level of Care is completed by a nurse from Community Long Term Care for the HASCI Waiver and each subsequent Level of Care is completed by the Service Coordinator.

► **Mainstreaming** A term that was used widely in the 1970's to refer to the practice of placing students with disabilities in the regular education curriculum. This term lost favor when it was found that many students were being placed in regular classes without needed supports.

► **Medicaid** A health care program serving eligible low income individuals with disabilities whose income and assets are below specific levels. Generally available to persons receiving SSI or SSI work incentives.

► **Medicare** An insurance program serving individuals 65 and older and individuals with disabilities regardless of income if they are eligible for SSDI.

► **Mental Health Services** Services provided to individuals with significant behavior or mood disorders that are not a manifestation of mental retardation or developmental disabilities. Public mental health services are provided through the South Carolina Department of Mental Health and local Mental Health Centers.

► **Mental Retardation** A condition with an onset prior to the age of 18 in which an individual demonstrates significantly below-average intellectual functioning (a valid IQ of 70 or below), and has concurrent deficits in adaptive functioning in at least two areas: communication, self-care, home living, social/interpersonal skills, use of community resources, self-direction, functional academic skills, work, leisure, health and safety.

► **Natural Supports** Supports that are non-paid which will help an individual to achieve personal goals or needs as identified on the Plan. Natural supports may include people such as family members, friends, church members, neighbors or community organizations. Natural supports may also be any location or event in the natural environment from which an individual may benefit or participate in such as community parks, civic events, etc.

► **Needs Assessment** Activities to obtain and review information for the purpose of determining a person's personal goals and needs in order to develop an accurate and



effective Support Plan. Needs assessment is based upon a systematic evaluation of the relative strengths and weaknesses of the person/legal guardian's environmental, economic, psycho-social, medical and other circumstances. Needs assessment is an ongoing process and should incorporate both formal and informal assessment. Formal assessment is a specific standardized assessment tool which is completed with a person at least annually. Informal assessment is an ongoing assessment of a person's personal goals, needs and satisfaction through observation, site visits and personal interviews with the person/legal guardian and direct care professionals throughout the year.

► **Non-reportable** Any activities of Service Coordinator's which do not fall within the core job functions as defined in the Service Coordination Standards, but are still important, relevant activities in providing quality person-centered services for individuals and families.

► **Olmstead Decision** A 1999 decision by the U.S. Supreme Court concerning two women from Georgia who played a major role in the expansion of consumer-directed services in South Carolina as well as other states. Because of this decision, all public entities are required to administer their programs "in the most integrated setting appropriate to the needs of qualified persons with disabilities."

► **Ombudsman** An independent governmental official who receives complaints against government (and government-regulated) agencies and/or its officials from aggrieved individuals; who investigates these complaints; and who, if the complaints are justified, makes recommendations to remedy the complaints.

► **Personal Outcomes** Life priorities, personal preferences, goals and desires as defined by individuals for themselves in all areas of life. The Council on Quality and Leadership developed the Personal Outcome Measures assessment tool to help identify what individuals' personal outcomes are and if their outcomes are being met by the agencies and individuals supporting them.

► **Plan for Achieving Self-Support (PASS)** A Plan for Achieving Self-Support (PASS) allows a person with a disability to set aside otherwise countable income and/or resources for a specific period of time in order to achieve a work goal. Any person who receives SSI benefits, or who might qualify for SSI, or any person receives SSDI (or a similar benefit) and could qualify for SSI, may be able to have a PASS. There is no limit to the number of successful PASS plans a person may use in a lifetime.

► **Power of Attorney (POA)** An important legal document which gives a designated person broad powers to make legal decisions for an individual in a variety of situations. There are many different types of Power of Attorney to include the following:

- **Durable General Power of Attorney** A legal document which gives a designated person broad powers to handle another's property during his/her lifetime, which may include powers to mortgage, sell, or otherwise dispose of any real or personal property without advance notice or approval. Other subjects discussed in a Durable General Power of Attorney are: stock and bond

transactions, commodity and options transactions, banking, estate and trusts, claims and litigation, personal and family maintenance, division of social security and other governmental benefits, retirement plan transactions, tax matters, etc. A Durable General Power of Attorney does not authorize anyone to make medical or other health care decisions.

- **General Springing Power of Attorney (upon disability)** A legal document which gives a designated person broad powers to handle property, tangible or intangible, without prior notice or approval if an individual becomes disabled or incompetent.
- **Medical Power of Attorney** This legal document gives a designated person the authority to make any and all health care decisions for an individual in accordance with his/her wishes, including religious and moral beliefs, when the individual is no longer capable of making decisions for himself/herself. Because "health care" means any treatment, service, or procedures to maintain, diagnose, or treat physical or mental conditions, the medical power of attorney has the authority to make a broad range of health care decisions. This person may consent, refuse to consent, or withdraw consent to medical treatment and may make decisions about withdrawing or withholding life-sustaining treatment. This person may not consent to voluntary in-patient mental health services, convulsive treatment, or abortion. A physician must comply with a medical power of attorney's instructions or allow the individual to be transferred to another physician.

► **Protection and Advocacy (P & A)** Federally funded organizations located in every state that protect the rights of individuals with developmental disabilities.

► **Provider** An organization or agency paid to provide a service for a consumer. Two types of providers are included on the Qualified Provider List (QPL): DSN County Board providers, who directly contract with DDSN and are the single point of entry for consumers served by the agency; and private providers, who are those agencies who do not contract directly with DDSN. They contract through a DSN County Board or with the Department of Health and Human Services (DHHS) directly. Services may also be provided to consumers by agencies and funding outside the DDSN service delivery system.

► **Psychological Evaluation** An evaluation of an individual's intellectual capacity and learning style.

► **Qualified Provider List (QPL)** A list of agencies which are approved to provide services within the DDSN system. The current Procedures for QPL Implementation and a current list of QPL providers is available on the DDSN Internet.

► **Reasonable Accommodation** Adaptations or modifications of the environment, equipment or materials to be in compliance with ADA and IDEA which make it possible for an individual with a disability to fully participate in an activity.

► **Rehabilitation** Restoration of an individual's functional status to a former state or condition.

► **Related Disability** Severe, chronic conditions which are found to be closely related to mental retardation or which requires treatment similar to that required for individuals with mental retardation. (e.g. cerebral palsy, epilepsy, etc.) Onset of a Related Disability must be before the age of 22.

► **Reportable** Any activities of Service Coordinators which fall within one of the core job functions as defined in the Service Coordination Standards. These core job functions are the only activities for which Service Coordinators may bill.

► **Section 504** A section to the Rehabilitation Act of 1973. A federal civil rights statute designed to eliminate discrimination on the basis of a disability in any program or activity receiving federal financial assistance.

► **Section 8 Housing** Refers to housing subsidized to low-income individuals by Housing and Urban Development (HUD).

► **Self-Advocacy** The ability and opportunity to speak on behalf of one's own interests.

► **Self-Determination** The ability and opportunity for individuals to make choices and to act on the basis of their personal choices.

► **Self Direction** A different way of supporting people with disabilities where the voice of the person with a disability is the most important one for us to listen to and to respect when it comes to that person making choices about his or her life. Self-direction gives a person with a disability more control in planning for and running his or her own life. This can be hard work because more control means more responsibility. A person is responsible when he or she makes good decisions that keep him or her happy, healthy, and safe. This may take the help of family and/or friends. The choices a person makes are often based on the things that are most important to him or her. Self-direction helps a person find a comfortable place in the community where he or she can live, work, and play in ways that he or she chooses as right. Directing one's own services, such as in consumer-directed services, is an important piece of self-direction.

► **Service Agreement** The contract that consumers/legal guardians sign during the intake process which signifies their request for services and their agreement to have SCDDSN obtain and review any relevant records for the purpose of determining eligibility for services. By signing this form, consumers/legal guardians consent to have additional evaluations completed if necessary to determine eligibility. If eligibility is.

► **Service Authorization** A form which Service Coordinators give to chosen providers as a way of informing that they have permission or 'authorization' to begin providing a

service for an individual. Authorizations also inform providers of the frequency and duration of services they are approved to provide. There are two different types of authorizations: Waiver Authorization forms for the MR/RD and HASCI Waivers, and Authorizations to QPL providers for non-waiver funded services.

► **Service Note (SN)** Narrative, chronological documentation in a case record that describes activities provided by a Service Coordinator.

► **Service Provision Log (SPL)** DDSN's automated system for identifying individuals receiving services and service delivery data for billing and reporting purposes.

► **Signature Sheet** A record that is required to be maintained on location with each Service Coordination provider. This record documents the signature and corresponding initials as used by Service Coordination staff in record documentation.

► **Similar Disability (SD)** South Carolina Code of Laws does not define a similar disability, but does stipulate that a similar disability is not limited by early age of onset, is not a condition that culminates in death or worsens over time, is not dementia resulting from chronic disease or alcohol/drug use, and is not a neurological disorder related to aging. Muscular dystrophy, Multiple Sclerosis, Cancer, Parkinson's disease and other primarily medical conditions DO NOT qualify as a Similar Disability.

► **Social Security Administration (SSA)** The agency that oversees the provision of Social Security Disability Insurance and Supplemental Security Income and related work incentives.

► **Social Security Disability Insurance (SSDI)** An income support payment administered by the Social Security Administration that is provided to adults with disabilities or to children of parents who have retired or become disabled and have paid into Social Security. SSDI is only paid to individuals whose income falls below Substantial Gainful Activity (SGA) after accounting for work incentives.

► **Special Needs Trust** A legal and financial arrangement to safeguard resources for individuals with developmental disabilities. This trust allows individuals to maintain resources without impacting their Medicaid eligibility.

► **Spinal Cord Injury** An acute traumatic lesion of neural elements in the spinal canal, resulting in any degree of deficit in sensory, motor and life functions. The deficit may be temporary or permanent.

► **Substantial Gainful Employment** The amount of income an individual can earn after a trial work period and still receive SSDI payments.

► **Supervised Living Program I (SLP I)** Residential services offered by DDSN which are provided in a home owned or leased by the consumer. SLP I services are available to consumers who are 18 years of age or older, are eligible to reside in an SLP I and who

receive DDSN Residential Habilitation services. Consumers must also have sufficient financial resources to support their basic needs such as rent, and utilities in an SLP I setting. SLP I homes have designated staff that are not stationed on-site, but are available 24 hours a day, 7 days a week, and 365 days per year to assist consumers as needed.

► **Supervised Living Program II (SLP II)** Residential services offered by DDSN which are provided in a home owned or leased by the consumer. SLP II services are available to consumers who are 18 years of age or older, are eligible to reside in an SLP II and who receive DDSN Residential Habilitation services. Consumers must also have sufficient financial resources to support their basic needs such as rent, and utilities in an SLP II setting. SLP II homes have designated staff that are stationed on-site (not in the home) and are available 24 hours a day, 7 days a week, and 365 days per year to assist consumers as needed.

► **Supplemental Security Income (SSI)** An income support payment administered by the Social Security Administration that is provided to children with disabilities and adults who are disabled and whose income and assets fall below a prescribed level after accounting for Social Security work incentives.

► **Support Plan** A form which is completed annually with a consumer to document the personal goals and needs that have been identified by the person/legal guardian through a formal assessment process. The Support Plan identifies a person's priority goals and needs, the services and supports necessary to address the needs, the frequency and duration of services, who will be responsible for carrying out specific aspects of each goal or need, and the timeframe identified by which a goal or need should be met. Support Plans are completed by the Service Coordinator and are considered the primary plan for a person receiving services. Some service areas such as Residential Habilitation and Day Habilitation also complete a plan with each consumer; however, these plans are specific to the program area and must complement and support the overall goals as identified on the Support Plan written by the Service Coordinator.

► **Supported Employment (SE)** Supported Employment services consist of paid employment for persons for whom employment at or above the minimum wage is unlikely, and who, because of their disabilities, need intensive ongoing support to perform in a work setting. Supported employment services are provided in a variety of settings, particularly work sites in which persons without disabilities are employed. Supported employment includes activities to sustain paid work including training and supervision. When supported employment services are provided at a work site in which persons without disabilities are employed, payment will be made only for the adaptations, supervision and training required by the recipient as a result of their disabilities, and will not include payment for those supervisory activities rendered as a normal part of the business setting.

► **Ticket to Work and Work Incentives Improvement Act of 1999 (TWWIIA)** Enacted to increase opportunities for individuals with disabilities to work. Title I of the

act provides access to employment training and placement services, and Title II of the act provides health care supports for working individuals with disabilities.

► **Time-Limited Eligibility** A short-term eligibility status that is given to individuals (usually young children) for whom a diagnosis of Mental Retardation is suspected, but cannot be confirmed. Time-limited eligibility is assigned to individuals who test within the range of Mental Retardation, but who may experience factors which confound test results, calling into question the validity of the results. If the potential exists for these factors to abate or resolve in the future so that more valid test results can be obtained, a time-limited eligibility status will be assigned. Time-limited eligibility prevents the potential of assigning a premature or incorrect diagnosis of Mental Retardation to an individual, but it also allows an individual with suspected Mental Retardation to receive appropriate services until a firm diagnosis can be made. Time-limited eligibility may also be assigned to an applicant to the HASCI Division whose condition may be improving such that long-term eligibility cannot be determined.

► **Transitioning** The process of moving from adolescence to adult roles in which a child reconciles their needs, interests, and preferences with adult norms and roles.

► **Transition Planning** The process of helping students and their families plan services to help them reach career goals and adult living objectives related to their needs, interests and preferences. The IDEA requires transition planning activities documented in the IEP for students aged 14 and older. The Individual Transition Plan (ITP) is also known as the “Statement of Needed Transition Services”.

► **Traumatic Brain Injury(TBI)** An injury to the skull or brain caused by an external physical force. The injury may produce a diminished or altered state of consciousness resulting in impairment in cognitive abilities or physical functioning, as well as behavioral and/or emotional functioning. It does not include strokes or aneurysms.

► **Vocational Rehabilitation (VR) Services** A federal and state program that provides a range of services to individuals with disabilities, typically to achieve a particular career goal and competitive employment. VR services are administered by the South Carolina Department of Vocational Rehabilitation..

► **Work Incentives** A number of Social Security Work Incentives that allow an individual to exclude part of their income to maintain eligibility for SSI or SSDI. Includes PASS, IRWE's, Student Earned Income Exclusion, and extended eligibility for Medicaid.